

2021-2022 WINTER SEASON LIVE-IN ADDENDUM

In addition to the Alta Hotel Group manual the following rules apply to live-in employees

SEASON-END DEPARTURE (or earlier for whatever reason):

Prior to leaving you will be responsible for the following:

1. Cleaning your room and repairing any minor damage. Removing and returning all linens and bedding. A room inspection will be done.
2. Returning your room key and any other Lodge key in your possession.
3. Returning your uniform, and any other property of the Lodge.
4. Leave a forwarding address. The Lodge will not forward bulk rate mail or magazines, newspapers, or catalogs. The Lodge will forward all other mail for a period of 30 days only, after your departure, so please make sure you have dealt with this issue.
5. Giving at least a three-day notice of your intention to depart. (Longer notice is required when leaving mid-season).
6. Completing Departure form indicating you owe no debts to the Lodge.

Any items not repaired, cleaned, returned, replaced, etc., will result in a corresponding deduction in your final paycheck.

FINAL PAYCHECKS

Your final check will include:

1. Any regular salary earned.
2. Ski pass deposit (see below).
3. Seasonal bonus (see below).

Leaving earlier than April 24, 2022 can occur through any of the following ways:

1. Injury/illness which necessitates return home. Full ski pass deposit and earned bonus will be paid. Check will be available upon departure. A reasonable time will be allowed to arrange travel.
2. Dismissal: Partial ski pass deposit may be returned (see below), but no bonus paid. You will be expected to vacate the Lodge by 12:00 noon the next day following your dismissal. Final check will be ready upon departure.
3. Quitting: Partial ski pass deposit may be paid, but no bonus paid. If 10 days or more notice is given, your final check will be available when you depart. If less than 10 days notice is given, your check will be mailed to you on the next regularly scheduled payday. **Please note:** Regardless of when you leave or under what circumstances, all of the requirements listed in the previous section must be fulfilled.

EARLY/LATE SEASON

Upon your arrival and late in the season, the Lodge may not be able to put everyone on a full-time schedule. Therefore, it may be necessary to employ some or all seasonal staff on a room-and-board only status. Employees will work the equivalent of 3 hours per day for room and board with no salary.

INTERLODGE

Occasionally, the local authorities inform us that Interlodge travel is prohibited (Interlodge for short). This is a Town of Alta ordinance violation of which punishable by fine and/or incarceration. In these cases, no one may be outside of the building in which they are located at that moment. Since some employee rooms are located in an outlying building, and since some Interlodge closures occur during work hours, it is necessary to ensure that needed staff is in the Lodge during scheduled work shifts. This may necessitate some employees staying in the main Lodge, in which case accommodations will be provided. In addition, we may be allowed a “straight line” each Interlodge morning (usually 6:00 a.m.) consisting of a 2–3-minute period of time wherein employees living in the outlying building may come across to the Lodge. As such, if you are scheduled to work that morning, you will be expected to join the “straight line” even if your shift does not begin until later in the morning. When so notified, please gather your uniform and hygiene/grooming supplies and congregate in the common room. Upon your arrival, arrangements will be made for you to shower, etc...

MAXIMUM SECURITY

Fort evacuation: in cases of unusually heavy snowfall, the Town of Alta instructs us to go into a Maximum-Security situation. In these cases, we must evacuate the entire east wing of the Lodge. This includes Lil’s, the hallway and employee rooms between Lil’s and the kitchen, the ski rental and repair shop, ski locker room, game room, and all three Guest wings on the east side. In such cases, as it is an extremely serious situation, please comply immediately with all requests to evacuate from these areas.

SKI PASS

We require you to deposit with the Lodge the full price of an Alta Ski Pass prior to issuance of your pass. As an alternative, you may make payroll-deducted deposits which can be refunded at the end of the season. Deductions will be in minimum increments of \$100.00 per paycheck (\$200.00 per month). If you would rather have a Snowbird pass that option is also available. If you want to get an Alta-Snowbird pass, you must pay the additional cost up front, with no refund at the end of the season.

Upon completion of your agreed term of employment, you will receive the full amount of your ski deposit back. Should you be dismissed or quit ahead of schedule (Unless approved), you will receive a portion of your deposit back according to the following formula: A \$75.00 fee will be assessed and you will be charged \$7.00 for each day you possessed the pass (regardless of actual use). The balance, if any, of your deposit will be returned

BONUS

Season-end bonuses for the 2021-2022 season will be based upon an employee's arrival date at the Alta Peruvian Lodge for the given year. There will not be a distinction between an employee who arrives as a 3-hour employee or one who has begun their months wage. It will be based solely on arrival date. Bonuses are set forth as follows:

DATE OF ARRIVAL	BONUS AMOUNT
November 1-30	\$500.00
December 1-15	\$470.00
December 16-31	\$440.00
January 1-15	\$410.00
January 16-31	\$380.00
February 1-15	\$350.00
February 16-29	\$320.00
March 1-15	\$290.00
March 16-31	\$260.00
April 1- 20	\$230.00

Employees who arrive for employment during the stated period will receive the corresponding bonus. For example: if an employee arrives December 5, that employee stands to receive \$470.00 at the end of the season. **Please Note:** Employees must stay the entire 2020-2021 season to be eligible for the season-end bonus. Employees who quit or are terminated are not eligible for any portion of their bonus.

DRESS/APPEARANCE/CONDUCT

When you are in the Lodge proper, please dress neatly, i.e., clean, non-torn clothes. Also, no cut-offs, shorts, tank tops or bathing suits. Shoes must be worn (sandals are O.K.) **with socks**. Shirts tucked in, buttoned, etc., hair combed. Please refrain from running or using loud, abusive, foul language. **Do not discuss Lodge business with a supervisor or manager in public areas. Do not congregate around the front desk.**

SICKNESS/INJURY

In the event of a lengthy sickness or injury, you will be permitted to stay at the Alta Peruvian Lodge for a period not to exceed two weeks of non-working time. After that we must, unfortunately, ask that you return home. If possible, we will try to place you in a job that your injury permits you to do. We cannot, however, guarantee that any such position will be available. The Lodge will not pay salary for any non-working hours.

PARKING

Live-ins may not park vehicles at the Alta Peruvian Lodge unless authorized. Owners of unauthorized vehicles parked at the Lodge are subject to disciplinary action. These vehicles may be towed at owner's expense.

MISSING A SHIFT

1. Illness: If you cannot work your shift due to illness, then you are responsible for informing your supervisor, we will try to find someone to cover your shift. You will make up the time on your next day off. Employees filling in for a fellow employee, due to illness, will not have to work more hours without being compensated either by hours off or extra pay. Self-induced illness (i.e. hangover) does not count as an illness. If you are sick enough to require a trip to the doctor, then we can arrange it.
2. Downtown: Be aware that you travel at your own risk in terms of missing a shift. It is your responsibility to be sure that if you leave the property you are able to return by the time of your next work shift. Unreliable transportation, weather conditions (including interlodge and road closures) are not valid excuses for missing a shift.

SHIFT CHANGES

You may arrange to juggle your schedule only under the following conditions:

1. 48-hour advance notice in writing.
2. Approved by supervisor.
3. You find a qualified substitute to take your shift.

Several Explanatory Notes:

- Your substitute is not eligible for additional off time or pay, pursuant to above “Illness section” on missing a Shift section.
- It is our policy to not approve shift trades which will require either you or your substitute to work an extra long shift (e.g. 10-12 hours), since work performance generally diminishes in such cases. Please keep this in mind.
- A shift-change form is available to your to complete. This is the only way approval may be obtained. Do not rely upon verbal approvals.

TYPE OF WORK/HOURS

All work is within the area of hospitality, either lodging or food/beverage. All positions are, therefore, service jobs, and employees must be willing to accept the responsibilities of “grace under fire” that exemplify this industry.

Although we will make an effort to place you in your desired area, we cannot guarantee that a requested position will be available. You must be available to work in any department our needs require. Additionally, injuries or other factors may require a transfer to a different department during the season.

Salaries are based on departments, and if you are transferred to another department, you will receive the salary corresponding to that department.

There exists the possibility of lay-offs due to conditions such as lack of snow or any other unscheduled business interruption. In these cases, you may be asked to work for three (3) hours a day for room and board only.

Work schedule: You will be working an average of about 40 hours per week, including Sundays, national and Religious holidays. Weekly schedules may vary: during slower periods, fewer hours may be needed. All employees will clock in and out, for tracking purposes.

REQUEST FOR DEPARTMENT TRANSFER

You may request a transfer at any time after you have completed 30 days in your current department. A form will be provided. Transfers must be signed by each department manager and approved by the General Manager.

OTHER BENEFITS FOR LIVE-IN EMPLOYEES

- Ski package discounts for immediate family members. 50% off room portion for parents, brothers, sisters, and children. These discounts are available during low occupancy periods. See Reservations Manager if interested.
- Complimentary meals in the Alta Peruvian Lodge dining room when accompanied by a member of your immediate family who is staying at the Lodge.

MEAL TIMES

Breakfast: Self-service Lunch: 11:30 a.m. Dinner: 5:00 p.m.
These times are periodically subject to change.

Notes:

- You may not eat during your shift. For example, if shift begins at noon, you need to have lunch between 11:30am and noon, not later. Exceptions: front desk, waitstaff, bartender, sauna attendant, and others may be required to dine during work hours.
- All meals are served in Lil's and all food and drink must be consumed in Lil's. Plates, flatware, glasses, etc... may not leave Lil's.
- Non-current Lodge employees are not permitted to eat, or to be in Lil's.

3-HOUR EMPLOYEE GUESTS

- **What we provide:** In exchange for three hours of work per day (based on number of nights stayed), your guest is provided room and board, at the Alta Peruvian Lodge, along with all the privileges and obligations associated herewith, during his/her tenure here. A ski pass is not included.
- **Who is Eligible:** Out of state relatives or friends of live-in employees. (i.e. not acquaintances from Alta or Salt Lake area or Lodge guests who wish to extend their stay).
- **Procedure:** Fill out employee guest request form (at front desk). Submit to your supervisor. **NOTE:** We can only accommodate a limited number of employee guests at any one time. Therefore, please make sure we have approved your request prior to having your guest purchase some form of non-refundable transportation fare. Request forms must be submitted **at least two weeks prior** to guest's arrival date.
- **Limitations:**
Maximum number of guests at one time per room is one.
Maximum number of guests per season is three.
Maximum stay for guest is seven days
Note: Guests must be your own relative/friend. Please do not borrow another Lodge employee to sponsor your guests.
- **When guest is here:** Your guest must stay in your own room. **NO EXCEPTIONS!** Therefore, make sure your roommates are willing to accept the extra person in your room. Your guest is subject to all Lodge rules as if he/she were a Lodge employee. This includes rules pertaining to beards, hair length, etc... Any breach of rules subjects your guest to dismissal, and any gross breach or malicious acts will subject you to disciplinary action as well.
- **Work Schedule:** The supervisors will decide the department and work hours of your guest. Please do not presume that your guest will work in your department or that he/she will be able to ski with you at all the time. While we will try to accommodate you and your guest, we cannot guarantee this.
- **When guest arrives:** Please introduce your guest to your supervisor and the General Manager as soon as reasonably possible. Upon arrival we will give your guest a work schedule which may be subject to change at any time. We will attempt to not inconvenience you or your guest by re-scheduling, but it may happen. We may also schedule your guest 6 hours one day and none on another, or some other combination.

TERM OF EMPLOYMENT

Arrival (November or December, 2013) until April 21, 2014

GENERAL RULES

1. Lobby: Live-ins are permitted use of the main Lodge lobby per the following rules:

1. You must be neatly dressed.
2. No food or beverage allowed.
3. No loud noise, boisterous activities, etc.
4. Employees are not permitted to sit at the seats around the fireplace.

2. Game Room, Ski Locker Room, Ski Tuning Bench: These three areas of the Lodge are designated Guest Priority Areas. You may use these areas under the following conditions:

1. You may not be in uniform.
2. You must be neatly dressed.
3. No loud noise or boisterous activities.
4. Guests have absolute priority, meaning that when they are present, you should move away, and let them make use of the facilities.

3. Large Swimming Pool: Live-ins are permitted from 4:30 p.m. to 7:00 p.m. Please note that during the holiday period and certain days during February and March, these hours may be restricted. No glassware of **ANY KIND** is permitted in the pool areas. Do not walk through the lodge in your bathing suit; change in the sauna bathrooms.

4.Sauna: Live-ins are permitted from 7:00 p.m. to 10:00 p.m. During certain periods, these hours may be restricted.

5. Hot Tub: Live-ins are permitted from 7:00 p.m. to 10:00 p.m. Please note that swimsuits must be worn; no cut-offs, no snowball throwing, running, or other loud, disruptive behavior. No glassware of **ANY KIND** is permitted in the pool areas.

6. Movies: Live-ins may watch the evening movie shown in the Alf Engen Room. You may take your seat after the movie has started.

7. Bar: Any patron, including an employee, must be 21 years old to enter the bar. Those under 21 years of age are not permitted in the bar at any time under any circumstances unless work-related. Violations of this policy may subject the bar to lose its license, and the particular violator will be subject to dismissal.

All employee bar patrons are expected to behave in a civil manner. Loud, boisterous, or otherwise rude behavior will not be tolerated.

Anyone running afoul of these standards will, at minimum, have his/her bar privileges revoked or suspended, and, at worst, be dismissed.

The bartender's judgment will prevail at all times. Therefore, when asked to vacate bar stools, booths, tables, etc., to accommodate lodge guests, please do so.

Beer or any other drinks may not be removed from the bar under any circumstances.

8. Front Desk: General Rule: At all times employees must conduct business (work & non-work related business at the west end of the desk (the narrow end, near the front door). Non-work related business can be conducted at the front desk from 10:00 a.m. to 3:00 p.m.; and 8:00 p.m. to 11:00 p.m.

Non - Work related issues include:

- Stamps
- Mail/messages
- Check cashing
- Pay issues
- Ski pass issues
- Housing issues
- 3-Hour employee guest issues
- General questions not related to your current work or shift
- All other items of a personal nature.

Regardless of your reason for being at the desk, do not engage the desk clerks in general conversation. Please conduct your business and move on. Also, please be aware that guests will always be assisted first, except in an emergency situation.

9. Gift Shop: Guest priority area.

10. Ski Rental & Repair: Guest priority area. Please refrain from loitering and do not "hang out" in general conversation with shop clerks. No tools will be loaned.

11. Guest Laundry: Guest use only.

12. Sauna Bar: Open to employees who are off duty and not in uniform. No towels will be loaned. Soda and beer must be consumed in proximity, i.e. the Alf Engen Room, pool. Do not "hang out" in general conversation with the sauna bar attendant.

13. Dining Room: No employee may cut through the dining room at any time.
Exceptions: Dining room staff **on duty**, sauna bar attendant, cooks only when taking food items to/from the Alf Engen Room, maintenance staff when working on dining room items, and others when so directed.

14. Public Bathrooms: Second and third floor bathrooms are guest only areas. No staff is permitted to use these facilities. Employees may use the sauna area and first floor bathrooms. In the first-floor bathrooms, shaving, tooth brushing, changing clothes, and cutting or trimming hair are not permitted.

15. Vans: Employees may ride Lodge vans from 10:00 a.m. to Noon and from 2:00 p.m. to 3:30 p.m., except on interlodge days when lifts open late or close early. During these times the van driver will inform you when van use is permitted. Employee rides are always subject to being temporarily off- limits. Please behave accordingly.

16. Off Limit Areas: Following is a list of areas that are strictly off limits to anyone unless they are a) assigned to that particular department and b) on duty.

- Commercial Laundry
- Kitchen, Bakery, Walk-ins, Store room, Dish room
- Wait station
- Dining Room
- Main Office
- Maid Closets
- Houseman Closets
- Garages, Wood Shop, Boiler Room
- Van/Vehicles, except to/from Alta Ski Area
- Sauna Bar
- Bar Storage
- Tool Room
- Back Bar
- Any other office, storage area

HOUSING RULES

PREFACE: This agreement is intended to outline the rights and obligations of both the Lodge and employee. In doing so, consideration has been given to a variety of factors in attempting to achieve a balanced approach to living in a communal environment. We must recognize not only the varying degrees of individual expectations, but also the general safety and security of all live-in employees as well as the Lodge as property owner, landlord, and business entity whose primary goal is to provide a positive guest experience.

1. Your Room: Will be assigned upon your arrival at the Lodge. Rooms and roommates may be changed only upon written request to, and approval by, the General Manager. Forms are provided upon request.

2. Inspections: There will be periodic inspections of rooms for the following conditions:

- General Cleanliness: piles of clothes (dirty or clean), old food, trash, and other unsanitary conditions are not allowed. Aside from creating an undesirable living environment, such items may lead to the presence of mice or other rodentia.
- Construction: building walls, shelves, etc. is not allowed without prior consent of the Chief Maintenance Engineer.
- Destruction of Property: not allowed. This includes doors, handles, locks, windows, etc. Room deposit may in no way be construed as tacit permission to destroy any employee room property.
- Prohibited Items: Any open flame, hotplates, candles, etc. (see #15 below).
- Windows not kept clear (see #15 below).

Inspections will be conducted between the hours of 8:00 a.m. and 8:00 p.m. You will receive advance notice by at least 9:00 p.m. the night before. As an additional condition, the Lodge reserves the right to inspect rooms within 3 days of a payday and to withhold paychecks pending corrections of any unacceptable condition. Mandatory linen exchange & room inspection will take place every 2 weeks prior to payday you will receive a written 24-hour notice. As an additional condition any rooms in violation will have their paychecks held until violations are corrected. Employees who have linens provided for them will have linens bundled on their bed for a fresh exchange.

Inspections are intended to serve the purposes stated above. However, those who inspect the rooms will not ignore any item in plain sight which is either illegal or not allowed by any other Lodge rule, or which suggest any illegal or unauthorized activity (most notably drug use).

3. Keys: If you lose your room key, it will be replaced for a \$10.00 fee. If you lock yourself out of your room, please contact the M.O.D., who will assist you at his/her convenience, and may charge you for the effort.

4. Common Areas: These include hallways, living room areas, staircases, bathrooms, or any other such common employee area. It is **everyone's** responsibility to keep these areas clean and orderly. Those living in rooms off Lil's, along Drunk alley, or in Huts may use the Fort living area, but are expected to clean up any mess they make. Repeated failure to do so will be taken as an indication of your preference to live in the Fort and you will be relocated there. Clean up of the Fort common areas are the responsibility of Fort residents. One employee will be assigned the cleanup of these areas each day on a rotating schedule. It is that person's responsibility to have the common areas clean by 12:00 noon. The cleaning schedules will be posted in the Fort lobby.

5. Hallways, Fire Escapes, Stairways, Doorways: Must all be kept clear of obstructive items, since they are used in case of fire escape or other evacuation. Ski racks are located in the hallways, but no other items can be stored there. If observed, these other items will be confiscated and after two weeks any such item may be discarded.

6. Noise: Between 11:00 p.m. and 8:00 a.m. there is a curfew on noise in all employee Quarters, as follows:

- Use of stereos is prohibited except via headphones.
- Television may be used at low volumes.
- Visiting/socializing must be kept to reasonable speaking levels.
- Exceptions to the noise curfew are Christmas, New Year's, & 100" parties.
- Other noise curfew exceptions will be approved through management only.

Noise Curfew Warning Policy: Warnings are given to rooms & all persons living or occupying the room at the time of the violation.

1. A verbal warning by the Fort Housing Supervisor.
2. A written warning by a Manager and/or loss of ski privileges for 2 days.
3. A written warning will result in a meeting with the General Manager, your direct manager, and the manager writing the warning. May result in loss of ski privileges for 3 days or termination.
4. A written warning and a meeting with the General Manager which may result in your termination.

7. Television: Please turn the T.V off when not being watched. TV volume must be kept down between 11:00 p.m. and 8:00 a.m.

8. Night Security: Between the hours of 11:00 p.m. and 7:00 a.m., the Night Security person is assigned the responsibility of ensuring that all employee rules and regulations are upheld in order to provide a civil living environment. You are expected to heed his mandates and suggestions. He is authorized to report any deviations.

9. Non-Employee Guests: Are permitted in employee areas, including rooms and employee common areas from 12:00 noon until 11:00 p.m. Monday - Sunday. Between 11:00 p.m. and 10:00 am you may meet your friends in the Lodge lobby, Alf Engen Room, or bar.

Any unauthorized visitors (other than 3-hour guests) found in any employee areas between 11:00 p.m. and 10:00 am will be asked to vacate the premises by the A.M. manager, night manager, or night security immediately. The Alta Town Marshal will be called to assist in the removal of this individual if necessary.

Any unauthorized visitors found in employee quarters between 11:00 p.m.- 10:00 noon will result in the termination of any Alta Peruvian Lodge employee or employees present with the unauthorized visitor.

The primary reason for the aforementioned policy is the security of the employees and the employees' belongings. Failure to limit access to employee-only areas creates an atmosphere wherein strangers are rarely questioned and employee quarters are essentially "open to the public". The only exception to this is the 3-hour employee guest.

10. Room Damage:

- Roommates are jointly and severally liable for any room damage.
- You will be held liable for the cost of repairs. We reserve the right to hold your ski pass deposit to cover the cost of any damage.
- You will be required to leave your ski pass as a deposit for the use of any Lodge supplies or equipment. It will be returned when you bring back the item borrowed in good condition. Loss and damage of the item will be your responsibility.
- All live-in employees, even those housed in the main Lodge, will be held equally liable and responsible for common area damage or mess. Those living in DA or off Lil's must be respectful of the Fort common areas.

11. Your Personal Belongings: You are responsible for your personal belongings. Please keep your doors locked. If you have any items of value such as cash, jewelry, passport, etc., the Lodge has a safe available to you in the office. Larger items such as ski's, poles, boots, clothes, stereos, must obviously be kept in your room.

The Alta Peruvian Lodge accepts no responsibility for loss of personal items other than those given to us for safekeeping. If you leave for a few days, or at the end of the season, the Lodge accepts no liability for any items left behind. No representations to the contrary by any Lodge employee or manager may be relied upon unless in writing and signed by the General Manager. The Lodge will not undertake to search for, collect

and/or send back any articles forgotten or otherwise left behind, except upon written authorization of the General Manager.

12. Season-End Departure: (or earlier for whatever reason).

Prior to leaving you will be responsible for the following:

1. Cleaning your room and repairing any minor damage. Removing and returning all linens and bedding. A room inspection will be done.
2. Return your room key and any other Lodge key in your possession.
3. Return your uniform, and any other property of the Lodge.
4. Leave a forwarding address with the secretary. The Lodge will not forward bulk rate mail, magazines, newspapers, or catalogs. The Lodge will forward all other mail for a period of 30 days after your departure, so please make sure you deal with this issue.

13. Prohibited Items: Firearms, explosives, gasoline, car batteries, any other dangerous devices/materials, or any other weapons are not permitted at the Lodge. Electric or gas heaters, electric blankets, toasters, hot plates, etc. are also prohibited. Windows in employee quarters must be clean, and clear of all paraphernalia such as bottles, cans, clothing, milk crates, etc. You may not drape a pile of clothes, or anything else, on or near any heater unit, as this creates a fire hazard. Candle or incense burning is also strictly prohibited. No open flames of any sort.

14. Posters/Pictures: Do not use nails or tape, or any adhesive on, or in, the walls or ceilings. You may only use tacks.

15. Linens/Bedding: The Lodge will provide sheets, blankets, pillows and pillowcases, and towels. There will be a mandatory linen exchange every 2 weeks and 24 hours notice will be given. This will take place during the room inspections. Dirty linens will need to be bundled on your bed for a fresh exchange.

16. Plates, Utensils, Etc.: Meals are served in Lil's in the Lodge. Food may not be taken out of Lil's, the bar, the sauna, etc. Likewise, plates, utensils, glasses, pitchers, pots, pans, etc. may not be taken from food service or bar areas. Specifically, do not take these items to your rooms.

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I have read the Alta Peruvian Lodge Employee Manual, and I agree to abide by the stated rules and procedures in said manual.

(Print Name)

(Signature)

(Date)